



**Montgomery County Department of Health and Human Services  
Licensure and Regulatory Services**

255 Rockville Pike, Suite 100; 1<sup>st</sup> Floor, Rockville, Maryland 20850

Phone: 240-777-3986 Fax: 240-777-3088

[www.montgomerycountymd.gov/licensure](http://www.montgomerycountymd.gov/licensure)

Today's Date: \_\_\_\_\_

**TO:** Plan Submitter

**SUBJECT:** Plan Review Time Building Permit Number: \_\_\_\_\_

**HAVE PLANS BEEN SUBMITTED TO PERMITTING SERVICES YES  or NO**

New Construction  Remodel  Equipment Replacement

Food Service Facility  Swimming Pool

In order to better serve you and others desiring plan approval, a minimum of 14 days is needed to conduct a thorough review of your food plans and 30 days of your pool plans. When this initial review has been conducted, you will be contacted regarding the status of the plans. Please do not expect to receive a response prior to 14 or 30 days from the date the plan is logged in. Thank you for your cooperation.

**PLEASE PRINT**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contact Person's Name for Correspondence: \_\_\_\_\_

Contact Person's Telephone Number : \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_

NOTE: Swimming Pool applicants must also apply for a "Hazardous Materials Use Permit". Please contact Emergency Management at 240-777-2300

**OFFICE USE ONLY**

Application Fee: \_\_\_\_\_ Plan Review Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Check/Money Order/Approval Code: \_\_\_\_\_

## FEE SCHEDULE

Type of License	Fee
(A) Low Priority (Facilities that serve commercially packaged potentially hazardous foods directly to the consumer; or non-potentially hazardous food that is cut, assembled, or packaged on the premises, such as candy, popcorn, and baked goods; or hand dipped ice cream)	\$240.00
(B) Moderate Priority (Facilities that serve potentially hazardous food that is prepared requiring the food to pass through the temperature danger zone, 41°F to 135°F, one time before service, such as cooking, hot holding, and then serving; or facilities that cut, assemble, or package on the premises, such as meats)	\$330.00
(C) High Priority (Facilities that serve potentially hazardous food that is prepared a day or more in advance of service; or using food preparation methods that require the food to pass through the temperature danger zone, 41°F to 135°F, two or more times before service, such as cooking, cooling, and then reheating)	\$600.00
Equipment Replacement (Food Service Facility)	\$160.00
Mobile Food Service facility means a food service facility that is a mechanically, electrically, manually, or otherwise propelled vehicle operating on land or water that moves as part of its routine operation.	\$ 55.00
Swimming Pool	\$480.00
Equipment Replacement (Swimming Pool)	\$260.00